

DEVELOPED BY

19 DEC 1977

Implementation Plan for Micrographics Consolidation

STAT

DE

I. Immediately

A. P&PD and MPB representatives would have immediate participation in ADSTAR discussions on micrographics production and floor space.

B. P&PD would develop a plan to establish a third shift for micrographics production in P&PD's main plant.

C. ADSTAR, P&PD, and MPB representatives would develop a plan to establish a headquarters micrographics and production unit for the support of ADSTAR.

D. Meetings would be held with the various production components involved in order to establish schedules for phasing production and personnel into the consolidated facilities.

E. Discussions between P&PD, MPB and systems personnel in production components would be held to develop a plan for systems personnel consolidation into P&PD.

II. 1 March 1978

A. Establish a third shift operation in the P&PD main plant. Obtain the necessary positions from the existing micrographics production units.

B. Begin absorbing on going source document application from the various production components, starting with NPIC. (All COM applications other than DDOs are presently being produced by P&PD).

II. 1 June 1978

A. Establish Headquarters satellite facility. Obtain additional positions from existing production facilities.

B. Acquire additional equipment, as necessary, for satellite facility.

C. Identify specific prices of equipment which would be surplus in the consolidated facilities and declare this equipment excess.

D. Abolish the NPIC micrographics facility.

E. Assume management of existing DDA facilities.

F. Begin filming NFAC and DDO source document applications.

G. Begin production of all DDO Computer Output Microfilm applications.

III. 1 August 1978

A. Begin film conversion of OCR's existing aperture card system into the new ADSTAR system.

IV. 1 January 1979

A. Begin source document filming and Computer Output Microfilm support for the ADSTAR Project.

B. Accomplish full implementation of all micrographics production into the consolidated facility.

C. Establish expanded systems staff in P&PD to support all Agency micrographics systems.

RECEIVED BY

12 APR 1977

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MICROGRAPHIC CONSOLIDATION
IMPLEMENTATION PLAN

- I. Jan 1978 -
 - a) Task Force for Disposition of Positions
 - b) PMCD Review of Positions
 - c) PPD Join ADSTAR Implementation Working Groups
 - d) Office of Controller - Phased Re-distribution of Funding
 - e) LSO/RECO Space Analysis
- II. Feb 1978 - Assume Mgmt of OS & OF Facilities
- III. March 1978 - PPD assume NPIC Production
 - Transfer Appropriate Positions & Personnel
 - Dispose of Equipment (Relocate & PTI)
- IV. April 1978 - PPD assume DDO Production (People & Equipment)
- V. April 1978 - PPD establish 3rd shift
- VI. May-June 1978 - PPD assume NFAC Production
 - a) People and Positions
 - b) Space
 - c) Establish 2nd shift in Headquarters Facility

November 1977 P&PD Micrographics Production

A. OCR

90% of total volume

1. Com IMAGES.....88,884...12%.....53 Jobs
 2. Source Doc. Images.....41,159...13%.....70 Jobs
 3. Film Processing Footage..... 1,150... 6%.....20 Jobs

B. NPIC

1. Com Images.....27,908...3%.....14 Jobs

C. DDO

1. Com Images..... 8,800....1%.....1 Job
 2. Source Doc. Images..... 500....2 Jobs

Annually

A. OCR	1,560,516	Original Images	1752 jobs
B. NPIC	334,896	" "	168 "
C. DDO	111,600	" "	24 "

November 1977 P&PD Micrographics Production

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92% of total volume

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NPIC Micrographics Facility

1800 sq. ft. in Bld. 213

1. 7 Positions

A. Managers

GS-12

GS-11

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B. Production

GS-09

GS-07

GS-06

GS-05

Total

2. Daily Production

A. Original Images

(1) 16mm planetary

690

(2) 16mm rotary

415

(3) 35mm planetary

46

(4) Microfiche

1916

1 Man day

B. Film Processing

(1) 16/35mm

100'

(2) 105mm

100'

1 Man hour

C. Film Duplication (Diazo/Silver)

(1) 16/35mm

150'

(2) 105mm

275'

2 Man hours

3. Job Turnaround

A. Three courier runs per day between NPIC and P&PD

B. 24 hour turnaround requirement for NPIC Finished
Intelligence publications.